

Step 1

Program Start
Up
First 3 weeks

Getting Started!

Identify QA Approved Mentor Organizations

- Contact mentor program executive director to schedule meeting.
- Request program information (i.e., brochures, flyers and other recruitment materials).
- Identify 3-5 local mentor programs to begin working with.

Develop Internal Partnerships

- Schedule a collaborative meeting with the Public Information Officer, Labor Relations Officer and the Human Resources Officer to plan strategies for recruiting potential mentors.
- Develop a written plan with measurable objectives, a calendar, roles and responsibilities.
- Develop informational materials detailing purpose, role, qualifications, time commitment and process for becoming a mentor.
- Review and familiarize the team about mentor program policies and procedures (Mentor Leave).

Seek Director and Top Management Involvement

- Meet with your departmental director.
- Review roles and responsibilities
- Discuss recruitment strategies.
- Discuss Kick-off Event.
- Explain Mentor Leave.

Develop and Implement a Recruitment Plan

- Set a goal.
- Identify objectives and activities, which include start and end dates.
- Identify team member responsibilities

Step 2

Program
Implementation
4-6 weeks

Recruit Lots of Mentors and Have Fun!

Begin Mentor Recruitment

- Letter from Director with a survey assessing employee interest.
- Kick-Off Event (mentor fair, all staff meeting, video, etc.)
- Determine publicity strategies.

Initiate Employee Referrals to Mentor Programs

- Utilize the Mentor Program /OSE Directory.
- Develop a referral process that may include activity reports.

Establish and Maintain Ongoing Contacts

- Attend State Mentor Recruiter Meetings.
- Get to know mentor program representatives.
- Network with mentor coalitions.

Step 3

Program
Maintenance
End of Year

Reporting Your Success

Recognition and Special Events

- Recognition items.
- Awards Ceremony.

Evaluation and Reporting

- Obtain results from mentor program.
- Submit number of hours employees are mentoring.

Step 4

Program
Expansion
Second Year

Watching it Grow

Program Expansion

- Increase number of mentor programs your department works with.
- School adoptions.
- District and satellite offices.